

San Joaquin Superior Court Juvenile Traffic & Juvenile Delinquency Clerk's Office Drop Box

- Documents placed in the drop box by 4:00 pm are deemed filed the same day. See CRC 2.210(b)
- Documents placed in the drop box on a non-court day or after 4:00 p.m. on a court business day are deemed filed on the next court day. See California Rule of Court 2.210(c)(1) below.
- If you do not have a pick-up box in the Clerk's Office, you must include a self-addressed stamped envelope for the return of your copies.
- Please include the proper fees, payable by check, money order, or credit card payment. Do not deposit cash in the drop box. Please make checks or money orders payable to San Joaquin County Superior Court. To pay by credit card, use the Drop Box Payment Form provided. This form is also available on the Court's website.
- Make sure your original document and copies are placed in a sealed envelope or securely clipped together.
- Please retain a copy of the documents you place in the drop box for your records.

Rule 2.210. Drop box for filing documents

(a) Use of drop box

Whenever a clerk's office filing counter is closed at any time between 8:30 a.m. and 4:00 p.m. on a court day, the court must provide a drop box for depositing documents to be filed with the clerk. A court may provide a drop box during other times.

(b) Documents deemed filed on day of deposit

Any document deposited in a court's drop box up to and including 4:00 p.m. on a court day is deemed to have been deposited for filing on that day. A court may provide for same-day filing of a document deposited in its drop box after 4:00 p.m. on a court day. If so, the court must give notice of the deadline for same-day filing of a document deposited in its drop box.

(c) Documents deemed filed on next court day

Any document deposited in a court's drop box is deemed to have been deposited for filing on the next court day if:

- (1) It is deposited on a court day after 4:00 p.m. or after the deadline for same-day filing if a court provides for a later time; or
- (2) It is deposited on a judicial holiday.

(Subd (c) amended effective January 1, 2007.)

(d) Date and time documents deposited

A court must have a means of determining whether a document was deposited in the drop box by 4:00 p.m., or after the deadline for same-day filing if a court provides for a later time, on a court day.

Advisory Committee Comment

The notice required by (b) may be provided by the same means a court provides notice of its clerk's office hours. The means of providing notice may include the following: information on the court's Web site, a local rule provision, a notice in a legal newspaper, a sign in the clerk's office, or a sign near the drop box.